

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Time Administration</b>	<b>Payroll Department Change Scheduled Daily Hours</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\4 Change Scheduled Daily Hours.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status:	Issued: 11/08/02 Revised: 02/26/2003

## Overview

### Trigger:

An employee has been authorized to take paid leave in excess of his daily scheduled work hours. For example, an employee is not scheduled to work Friday but is allowed to take 8 hours of annual leave on that Friday. The system will not allow entry of leave in excess of his scheduled daily work hours. A schedule change is necessary before leave in excess of scheduled hours can be entered.

Business Process Procedure Overview
<p>The States' processes regarding work schedules and leave differ from the SAP processes. The SAP system does not allow employees to take paid leave on days they are not scheduled to work. However, state agencies allow employees to take paid leave in excess of their scheduled work hours. There are three conditions that give rise to this situation: 1) Agencies do not require employees to account for all of the time they are scheduled to work on a daily bases such that time worked + paid leave = scheduled hours. (i.e. an employee is scheduled to work 10 hours four days a week with Fridays off but actually works 8 hours a day and wants to record 8 hours of leave on Friday rather than 2 hours of leave Monday through Thursday) 2) Agencies give some employees zero hours for their daily work schedule and these same employees are allowed to take paid leave. 3) Employees are paid for work they did not perform in the prior period in anticipation they will make up the time in the next period. When employees work their regular schedule in the next period and do not make up the time, the employee is allowed to take leave instead of working the make up hours. (The third condition only applies to employees in a four week overtime status)</p> <p>Whenever these conditions occur, the time entry operator must change the employees' scheduled daily work hours so the employee has scheduled work hours equal to the hours they are taking as paid leave.</p>

## Procedural Steps

### **1.1. Access transaction by:**

<b>Via Menus</b>	Time Entry Operator → Change Daily Hours
<b>Via Favorites Menu</b>	Change Daily Hours

Double click on "Change Daily Hours" and the following screen will appear:

Last changed on:	Last changed by:	Version: 1.0	Page:
02/26/2003	Phansen		1 of 5

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
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Input – Required Fields	Field Value
Personnel number	Employee numbers are used to select specific employees
Daily Hours Change Date	The date for which the schedule change will apply

- 1.2 Enter the employee number for whom you want to change the number of scheduled daily hours. Enter the “Daily Hours Change Date” for which the hours should change. Click on the Execute icon that looks like a clock and the following screen will appear:**

Last changed on:	Last changed by:	Version: 1.0	Page:
02/26/2003	Phansen		2 of 5

<b>Accelerated SAP</b>  <b>State of Utah</b>			<b>BUSINESS PROCESS PROCEDURE</b>	
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**Copy Daily Work Schedule**

Personnel Number: 100182    Person's Name:

Begin Date: 11/05/2002

End Date: 11/05/2002

Daily Work Schedule

Daily Work Schedule:

TS1 (1) (210) kate OVR

- 1.3 To change the daily work hours for the begin and end dates displayed, click on the List icon in the Daily Work Schedule box and the following list will appear:**

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Daily Work Schedule (1) 33 Entries found

Restrictions

DWS grouping: 10

DWS ^ V	Daily WS te...	PInd hrs	Work st...	Work e...	Start date	End date
24.0	24.0 hrs (UT)	24.00	00:00:00	24:00:00	01/01/2000	12/31/9999
2.00	2.0 hrs (UT)	2.00	00:00:00	02:00:00	01/01/2000	12/31/9999
3.00	3.0 hrs (UT)	3.00	00:00:00	03:00:00	01/01/2000	12/31/9999
4.00	4.0 hrs (UT)	4.00	00:00:00	04:00:00	01/01/2000	12/31/9999
4.50	4.5 hrs (UT)	4.50	00:00:00	04:30:00	01/01/2000	12/31/9999
4.75	4.75 hrs (UT)	4.75	00:00:00	04:45:00	01/01/2000	12/31/9999
5.00	5.0 hrs (UT)	5.00	00:00:00	05:00:00	01/01/2000	12/31/9999
5.50	5.5 hrs (UT)	5.50	00:00:00	05:30:00	01/01/2000	12/31/9999
6.00	6.0 hrs (UT)	6.00	00:00:00	06:00:00	01/01/2000	12/31/9999
6.50	6.5 hrs (UT)	6.50	00:00:00	06:30:00	01/01/2000	12/31/9999
7.00	7.0 hrs (UT)	7.00	00:00:00	07:00:00	01/01/2000	12/31/9999
7.50	7.5 hrs (UT)	7.50	00:00:00	07:30:00	01/01/2000	12/31/9999
8.00	8.0 hrs (UT)	8.00	00:00:00	08:00:00	01/01/2000	12/31/9999
8.50	8.5 hrs (UT)	8.50	00:00:00	08:30:00	01/01/2000	12/31/9999
8.75	8.75 hrs (UT)	8.75	00:00:00	08:45:00	01/01/2000	12/31/9999

**Double click on the daily hours you want to schedule for the employee. The daily hours selected will appear in the box as shown below:**


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The screenshot shows the 'Copy Daily Work Schedule' dialog box in the SAP R/3 4.6C environment. The dialog has a title bar with 'System' and 'Help' menus. The main area contains the following fields:

- Personnel Number: 100182
- Begin Date: 11/05/2002
- End Date: 11/05/2002
- Daily Work Schedule: 8.58

The SAP logo is visible in the top right corner of the window.

- 1.4 Click on the Save icon and the employee's daily hours are changed for the date specified.

**Note:** If you find you are doing a lot of daily schedule adjustments, you may want to create another system session to do the adjustments. You still have to get out of the time entry screen in order for the change to update. (Click on the  "Create new session icon".) You may also want to suggest to your agency management that they reconsider how work schedules are set up.

Last changed on:	Last changed by:	Version: 1.0	Page:
02/26/2003	Phansen		5 of 5